



State of New Hampshire Guardian ad Litem Board

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Request for Services

Prosecution Lawyer

Date: **December 29, 2014**

Contact Person: Jennifer Heinrich, GAL Board Secretary
25 Capitol Street – Room 120
Concord, New Hampshire 03301
(603) 271-1199 gal.board@nh.gov

Services Contract Overview

The New Hampshire Guardian ad Litem Board are seeking non-Guardian ad Litem Attorneys to prosecute complaints made against a Guardian ad Litem.

The lawyers may be an individual or a firm. The service contract is for \$60 per hour, \$0.51 for mileage reimbursement, labor support. The service contract does not include tax withholding, benefits of any kind, or other operations reimbursement costs.

The Guardian ad Litem Board makes no guarantees as to the number of cases we will refer.

The contract will be for two (2) years, renewable with both parties agreement for another two (2) years. The Board shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

The contract is expected to begin **January 21, 2015**, ending **December 31, 2016**.

Applications are due by 4:00 p.m. EST on **January 14, 2014**. Email applications to Jennifer Heinrich at gal.board@nh.gov. No calls please. Please put RFP in the subject line.

Guardian ad Litem Board Background

The Guardian ad Litem Board was established with the responsibility to oversee the credentialing, activities, and discipline of guardians' ad litem in New Hampshire. The Guardian ad Litem Board, established by RSA 490-C, currently consists of nine members who are New Hampshire residents and serve without compensation. The term "guardian ad litem" ("GAL") is generally understood to refer to a person appointed by a court to represent the best interest of an individual (usually a child or incompetent adult) in any proceeding where a court deems it necessary to appoint such a person. The nature of a GAL's activity may vary from case to case. Generally a GAL performs those functions deemed necessary under the terms of a particular court's appointment. The appointment might, for example, include a requirement that a GAL make recommendations to the court about what is in the best interest of a recipient of services. A GAL is not appointed to serve as a person's attorney and not all GALs are lawyers. Similarly a GAL is not a general "guardian" appointed to handle the affairs of another.

The Guardian ad Litem Board first started handling complaints against GAL's in 2008. The complaints may be made against a GAL for failure to follow the Guardian ad Litem Board's administrative rules.

Contractor Responsibilities

Contractor must agree to prosecute cases, impartially and without prejudice. The Board will expedite the investigation process wherever possible. Barring any unforeseen circumstances, both parties agree to provide reasonable notice, if the case gets settled or dropped or unforeseen circumstances prevent further investigation, such as a conflict of interest with the parties, discovered while working on the case. The contractor will not take any case in which they have a conflict of interest and will promptly notify the Board of any conflict.

Cases referred to the contractor will receive a contract and an estimated time and cost. The contractor agrees to notify the Guardian ad Litem Board in writing of any significant charges for additional work that may be required above and beyond what is stated in the individual contract and receive written notice to proceed prior to performing the additional work. Failure to comply with timelines will result in termination of contract.

The Board agrees to confer with the contractor before setting a hearing date.

The contractor will be asked to sign a confidentiality statement and to become familiar with the GAL administrative rules, particularly the Gal 200 and 500 Rules.

The contractor will obtain the necessary documentation and resources to protect yourself and the Board.

Objectives

The purpose of this service contract is to provide the Guardian ad Litem Board with the necessary prosecution representation at hearings regarding complaints made against Guardians' ad Litem. The information will be used to assist the Board in determining whether to discipline/sanction Guardians' ad Litem.

Qualifications

- Current member in good standing of NH BAR.
- Three (3) years experience in acting as prosecutor.

Format for Application

Please use the following guideline to format your application:

1. **Cover letter:** The New Hampshire Guardian ad Litem Board, Bid-date, applicant name, address, website address if applicable, telephone number, email address and primary contact person name. Provide a brief overview of your capabilities and strengths.
2. **Resume:** Highlight relevant professional experiences; including any experience with the family or probate courts, administrative boards, education, awards and memberships.
3. **Proof of member in good standing of NH BAR.**
4. **References:** provide contact information for three professional references.
5. Written letter on how you meet the qualifications if not covered in the resume

A PDF containing all of the documents described above is the preferred delivery method.

Evaluation

Selection will be based on our assessment of best value for the Guardian ad Litem Board, taking into account the following technical factors:

- Proposals must be received no later than 4:00 p.m. EST on **January 14, 2014**. Late proposals may be disqualified. Proposals must be delivered via email. Contractor will be emailed upon receipt of proposal. Email your proposal to **Jennifer Heinrich** at **gal.board@nh.gov**.
- The Board reserves the right to make a written request for additional information in writing from a Contractor to assist in understanding or clarifying a Bid Proposal.
- During the review period, we may require interviews by phone with our evaluation team. You will be notified if this is requested. Contract award is subject to Guardian ad Litem Board approval.
- Application packets will be evaluated according to the following factors
 - Experience
 - References
- The contractor to be awarded this contract will be notified by **January 20, 2014**.
- The term of the proposed work will be from approximately **January 21, 2015, through December 31, 2016**, unless otherwise indicated at the time of contract award.
- The Board reserves the right to reject all non-conforming applications. The board reserves the right to cancel this RFP at any time prior to contract award.

Contract Terms

The Guardian ad Litem Board will negotiate contract terms upon selection. All contracts are subject to review by the New Hampshire Attorney General's office and the Department of Administrative Services. The Board reserves the right to waive any and all informalities in the best interest of the Board. If a vendor is a corporation they are required to be registered with the Secretary of State of New Hampshire and provide a certificate of good standing and certificate of insurance as part of the contract process.

Please direct any questions to gal.board@nh.gov. Answers will be posted online.